

# **HiCAMS User Guide**

## **Chapter 3: Contract Adjustments**

### **Section 1: Review Claims**

#### **Contents**

About Claims  
Entering and Approving Claims  
Sending Notifications  
Changing or Correcting Issues  
Processing Claims  
Window Definitions - Claims Window  
Window Definitions - Issues Window

# About Claims

The NCDOT Standard Specifications for Roads and Structures details the circumstances under which a Contractor is allowed to submit a claim for additional compensation or an extension of a contract time. Some of these circumstances include:

<b>Spec Reference</b>	<b>Claim Category</b>	<b>Reason</b>	<b>Intent Required?</b>
104 - 3	Compensation	Altered Work	Yes
104 - 4	Compensation	Suspension or Alleged Suspension	Yes
104 - 5	Compensation	Overruns or Underruns of Contract Quantities	No
104 - 6	Compensation	Eliminated Contract Line Items	No
104 - 7	Compensation	Extra Work	Yes
108 - 10(B)3	Time	Delays or Supplemental Agreements	No
108 - 10(B)4	Time	Additional Work, Overruns or Underruns, or Supplemental Agreements	No
108 - 13	Compensation	Termination of Contract	No

Claims are divided into two types, Active and Final. Active Claims are submitted during the life of the contract and the decision authority rests with the Divisions .

Final Claims are submitted to the Construction Unit in accordance with Section 109 - 10(C) of the Specifications.

Closeout Conferences where all issues are resolved are documented as a Final Claim by the Construction Unit. If all issues are not resolved, the resolved issues are entered as an Active claim, and the Contractor submits the remaining issues to the Construction Unit for consideration.

Claims for Contracts which have Step by Step oversight now require Federal Highway Administration Concurrence.

For additional information on Claims handling, please consult the current version of the NCDOT Construction Manual.

# Entering and Approving Claims


Most of the claims process occurs outside of HiCAMS. Documents include Claims Resolution forms and letters. HiCAMS provides a high level summary of the claim and creates the time extensions or compensation when a claim is approved.

To work with the Claims window, go to **Functions > Contract Adjustments > Review Claims**. The Review Claims window opens.


## ***Entering and Approving an Active Claim***

**Step 1:** Enter the Contract Number whose Claims you wish to review.

**Note:** For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

**Step 2:** If you are entering the first claim for a contract, a row numbered 1 is automatically inserted for you. If you are entering an additional claim, click the Insert icon  in the toolbar or the Insert button on the keyboard to create another Claim row. The Claim Status is New.

**Step 3:** Enter the Claim Type. In this case, select Active from the drop down list.

**Step 4:** Enter the Claim Description. The description can either be typed directly in the description field, or entered in the text box that opens when the Notepad icon  is clicked. The description can also be copied and pasted from a document or text file.

**Step 5:** If the Contractor submitted a request for a time extension or additional compensation in a letter, enter the date of the letter in the Contractor Requested date field. Enter the date the letter was received at the Resident Engineer's office in the DOT Received date field.

**Note:** If the claim has been initiated by the department without a request from the Contractor, select the radio button next to DOT Initiated. Enter the name of the DOT employee who authorized the time extension.

**Step 6:** Save the claim data.

Below is an example of the claims window after this data has been entered.

**HiCAMS - [testcon]**  
 File Edit Functions Inquiries References Admin Tools Window Help

**Review Claims (C201744)**

Contract: C201744 Contractor: TRIANGLE GRADING & PAVING, INC Status: Activated ☐ Step By Step  
 Description (nickname): U-3344A (Airport Blvd. Widening) Notification

Claim ID	Claim Description	Claim Status	Issues Pending
1	Delay in Availability of Project Beyond the Control of the Contractor.	Processed	<input type="checkbox"/>
2	Contractor requests an extension in contract time due to alleged delays to the work required in Ph:In Process		<input checked="" type="checkbox"/>
3	Delay to Phase I culvert construction due to a conflict with the Town of Cary's 16-inch waterline. T In Process		<input checked="" type="checkbox"/>
4	UTILITY POLE IN CONFLICT WITH PROPOSED SIDEWALK: The sidewalk could not be completed	New	<input type="checkbox"/>

**Claim** | Line Item | WBS | History

Claim ID: 4 Type: Active Status: New Issues

Claim Description: UTILITY POLE IN CONFLICT WITH PROPOSED SIDEWALK: The sidewalk could not be completed due to a conflict with a utility pole near McDowell St.

Contractor Requested: 06/02/2008 DOT Received: 06/04/2008

DOT Initiated Claim: ☐

FHWA Authorized Representative: FHWA Date:

Comment:

Ready

Next, enter the claim's Issues.

- Step 7:** Click on the Issues button or double click on the claim row in the upper portion of the window. The Review Issues window opens. A row for Issue A is inserted by default.
- Step 8:** Select the Issue Type of Compensation or Time from the drop down list.
- Step 9:** Select the Issue Reason. Each reason is now associated with its corresponding specification so selecting a reason selects the specification.
- Step 10:** Enter the Compensation Amount or Time Requested by the contractor. For Time Requested, a Rate UOM (Unit of Measure) must also be selected.

Now, complete the Issue tabs. Compensation and Time issues will be discussed separately.

## Compensation Issues

- Step 1:** On the General Tab, enter an Issue description. For single issue claims, this description may be the same as the Claim description. For multi Issue claims, the Issue description should provide distinguishing information.
- Step 2:** Save the issue. This allows a Decision to be made.
- Step 3:** Before entering the decision, enter the Compensation Amount that will be granted in the upper section of the Issues window.
- Step 4:** Select your decision from the dropdown list. The decisions displayed are based on the job titles and limits in the Claims Authorization window. After selecting your decision, Save the issue data.

### **Possible Error:**

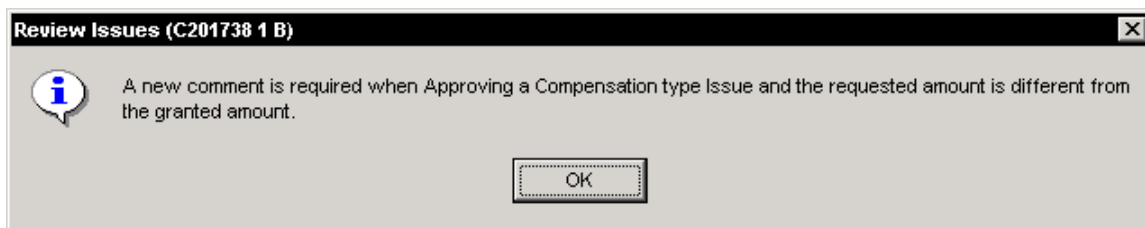
If the amount of Compensation Granted is not entered, you will receive the following error message:



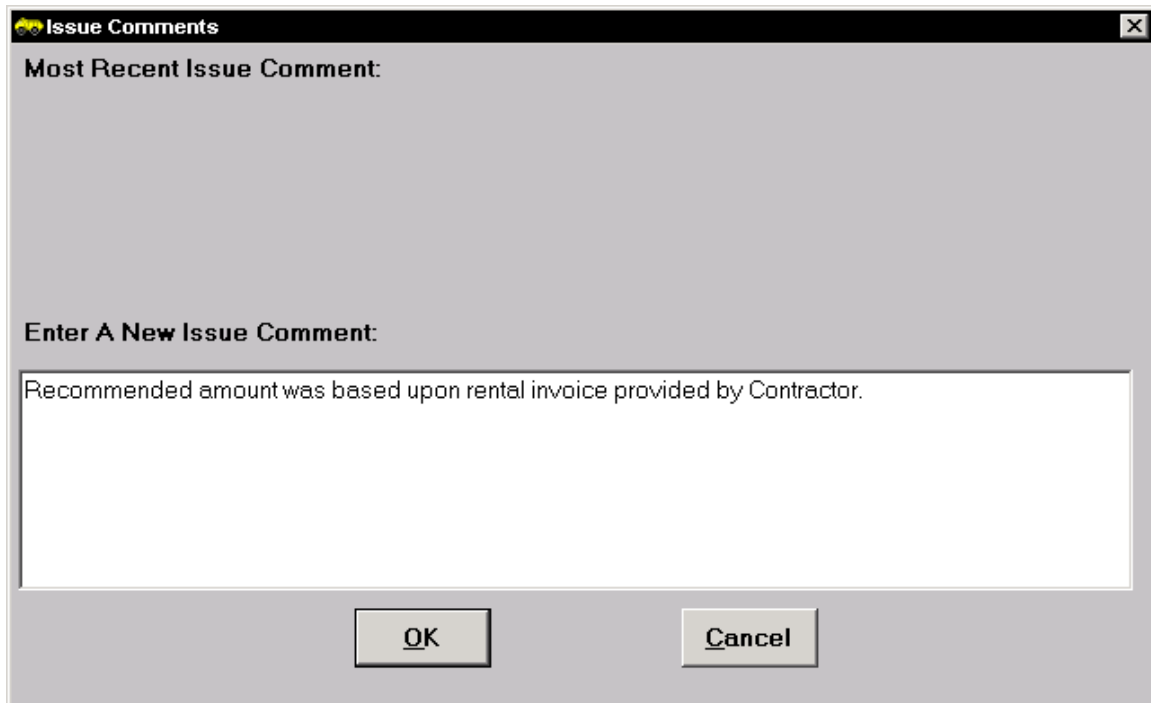
Click OK and enter the Compensation Amount that will be granted in the upper section of the Issues window.

### **Possible Error:**

If the amount of Compensation Amount Granted does not match the Compensation Amount Requested, you will receive the following message when the final issue decision is made:



Click OK. The Issue Comments box opens.



The image shows a software dialog box titled "Issue Comments". It has a standard Windows-style title bar with a close button (X) in the top right corner. The dialog is divided into two main sections. The top section is labeled "Most Recent Issue Comment:" and contains a large, empty text area. The bottom section is labeled "Enter A New Issue Comment:" and contains a text input field. Inside this input field, the text "Recommended amount was based upon rental invoice provided by Contractor." is visible. Below the input field, there are two buttons: "OK" and "Cancel".

Enter your comment. Click OK. The Issue Status changes from Pending to Approved as Noted.

Here is an example of how the Issues window for a Compensation Issue will appear after a Recommend Approval decision has been made. Notice that the Issue Status is Pending because the Last Decision of Recommend Approval is not a Final Decision.

**HiCAMS - [testconal]**

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**Review Issues (C201738 1 B)**

Contract: C201738 Contractor: BARNHILL CONTRACTING COMPANY Status: Activated

Description (nickname): PALMER ST EXT.

Claim ID: 1 Type: Active Claim Status: In Process

Claim Description: Contractor filed claim requesting additional compensation (\$43,438.70) and time extension (1

Filter by Issue Status: (All)

Issue ID	Issue Type	Issue Reason	Specification	Compensation Amt Requested	Compensation Amt Granted	Time Requested	Time Granted	Rate UOM	Issue Status
A	Time	Delay	108-10(B)3			15		Day(s)	Pending
B	Compensa	Extra Work	104-7	\$43,438.70	\$4,295.00				Pending

**General** Contract Times History

Decision: [Dropdown] Last Decision: Recommend Approval

Issue Description: Additional cost for pile hammer (B-6505) for period from 6/12/08 to 6/13/08. Recommended amount was based upon rental invoice provided by Contractor.

Delay Cause:

Alleged Controlling Operation(s):

Actual Controlling Operation(s):

Comment: [Text Area]

Ready

## Time Issues

- Step 1:** On the General Tab, enter an Issue description. For single issue claims, this description may be the same as the Claim description. For multi Issue claims, the Issue description should provide distinguishing information.
- Step 2:** Select the Delay Cause from the dropdown list.
- Step 3:** Enter the Alleged Controlling Operation. This is the operation that the contractor claims was delayed. You can enter the Actual Controlling Operation at this time or wait until you are ready to enter your decision.
- Step 4:** Save the issue. The Decision field opens.
- Step 5:** Before entering the decision, enter the days that will be granted to each contract time on the Contract Times tab.
- Step 6:** Save the issue. Now the Decision can be made.
- Step 7:** Select your decision from the dropdown list. The decisions displayed are based on the job titles and limits in the Claims Authorization window. If you did not already enter it, fill in the Actual Controlling Operation.

**Step 8:** In the upper portion of the window, complete the Time Granted field. In most cases, Contract Time 00 will be selected. See the example below for how this dropdown will look when an issue has several contract times with extensions.

Contract: C200869 Contractor: VECELLIO & GROGAN INC Status: Activated  
Description (nickname): I-540 OUTER LOOP R-2000F&G  
Claim ID: 12 Type: Active Claim Status: In Process Filter by Issue Status: (All)  
Claim Description: Overrun in Undercut Excavation Quantities

Issue ID	Issue Type	Issue Reason	Specification	Compensation Amt Requested	Compensation Amt Granted	Time Requested	Time Granted	Rate UOM	Issue Status
A	Time	Supplemental Agreement	108-10(B)3			10		Day(s)	Pending
B	Compensation	Altered Work	104-3	\$156.00					

General Contract Times History

Cont Time	Cont Adj	Description	Completion Date	Substantial Compl Date	Revised Compl Date	Damages Rate	Substantial Compl Rate	Time Granted
00		OVERALL CONTRACT TIME	04/15/2006		06/26/2006	\$10,000.00	\$2,000.00	12
01		WORK ON US-64, RAMPS A & D, L- FROM 469+01	10/15/2005		10/31/2005	\$10,000.00	\$2,000.00	
06		COMPLETE PHASE II, AREA 2, STEPS 1-3 IN 420	08/14/2005			\$500.00		10
16		COMPLETE PHASE II, AREA 2, STEPS 2-5 IN 20	03/25/2006			\$5,000.00		
18		COMPLETE ALL LIGHTING WORK AT SIX FORKS	12/01/2004			\$2,000.00		2

**Step 9:** Save the Issue data.

**Possible Error:**

If any of the contract time extension data was not completed, you may receive the following error message:

**Review Issues (C201744 2 B)**

Time Granted must be selected before approving a Time Type issue. If there is none available at the Issue level, one must be entered and saved first on the Contract Time tab.

OK

This message is displayed when one or more of the following entries has not taken place.

1. A time extension has not been entered for a contract time on the Contract Times tab of the issue.
2. A time extension has not been selected in the Time Granted dropdown of the upper Issue window.
3. Neither item one or two has been entered.

Click OK and fill in the required data. You should now be able to enter your decision on the Issue and save it.

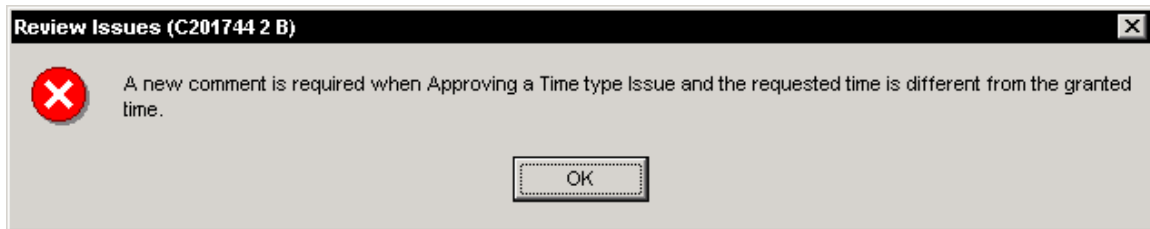
**Possible Error:**

Whenever an issue is approved for an amount of time or compensation that differs from what the Contractor requested, a comment must be

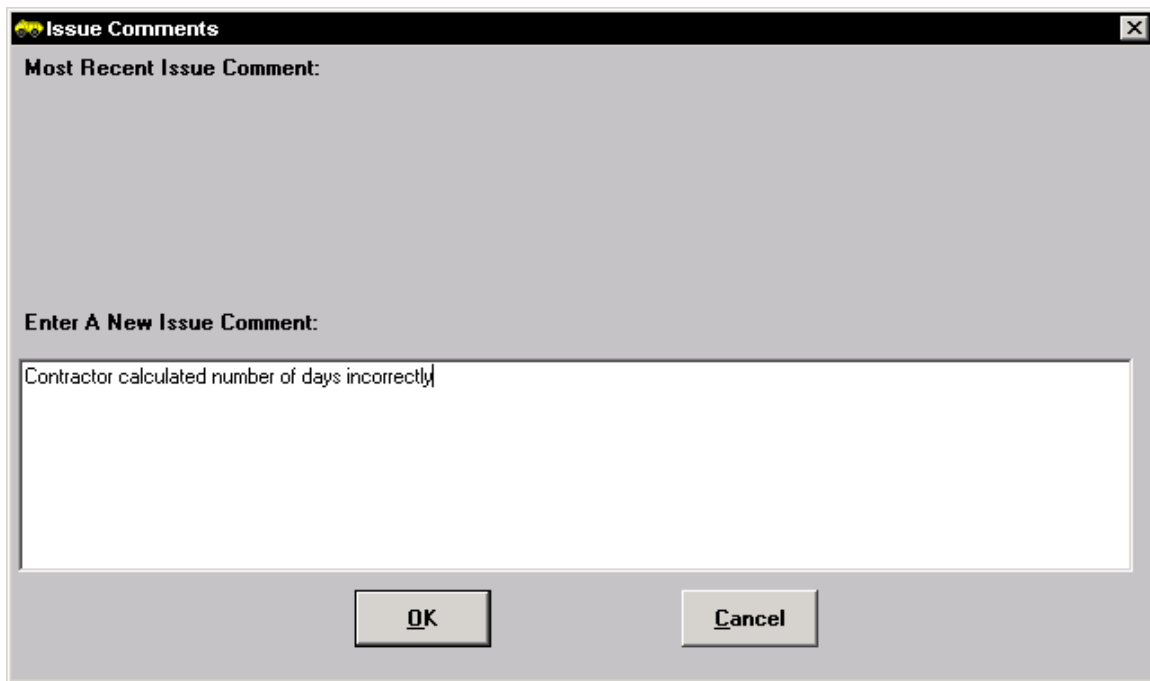


entered. A newly typed comment is required for every approval action taken. It is acceptable to repeat the same comment.

If a comment was not entered, you may receive the following error message:



Click OK. The Issue Comments box opens.



Enter your comment. Click OK. Be sure to Save after entering your comment.

Here is an example of how the Issues window will appear for a Time Issue. Notice that the Issue Status is Pending because the Last Decision made was Recommend Approval.

**HiCAMS - [testcna]**

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**Review Issues (C201738,1)**

Contract: C201738 Contractor: BARNHILL CONTRACTING COMPANY Status: Activated

Description (nickname): PALMER ST.EXT.

Claim ID: 1 Type: Active Claim Status: In Process

Claim Description: Contractor filed claim requesting additional compensation (\$43,438.70) and time extension (1)

Filter by Issue Status: (All)

Issue ID	Issue Type	Issue Reason	Specification	Compensation Amt Requested	Compensation Amt Granted	Time Requested	Time Granted	Rate UOM	Issue Status
A	Time	Delay	108-10(B)3			15		Day(s)	Pending
B	Compensation	Extra Work	104-7	\$43,438.70	\$4,295.00				Approved as Noted

**General** Contract Times History

Decision: Last Decision: Recommend Approval

**Issue Description:** Contractor claims he was required to bring in larger pile hammer (B-6505) necessary to achieve required bearing on piles at Bent No. 1. DOT provided inaccurate driving criteria on 6/9/08, based on incomplete PDA analysis.

**Delay Cause:** Extra Work

**Alleged Controlling Operation(s):** Driving Piles @ Bent No. 1

**Actual Controlling Operation(s):** Driving Piles @ Bent No. 1

**Comment:**

Ready

### ***Additional Information about Decision Making Entries***

If the decision on an Issue is Approved as Noted, or Recommend Approval as Noted, a comment will be required. This comment should explain the variance between the requested compensation amount or time extension, and the compensation amount or time extension granted.

Also, if you choose Approve, and the amounts requested and granted do not match, the decision will be changed to Approved as Noted and a comment will be required.

**Note:** *It is possible to select Approved as Noted even when the amounts requested and granted match.*

# Sending Notifications

At this point in the claims process, you will have entered the claims and issue data. In many cases, you will have made your decision. If you chose to Recommend a decision, the person at the next approval level should be notified.

You may also need to notify the Roadway or Bridge Construction Engineer that a claim is available for review. This review action can be entered in HiCAMS before or after the claim decision is made.

**Note:** For Step by Step projects, a Notification should be sent to your designated Federal Highway Engineer for concurrence after all issues have been set to a final status of Approved or Approved as Noted. If all the issues have been denied, please contact the Construction Unit for assistance.

To send a notification about a claim, click the Notifications button on the main Review Claims window. The flexible Notification window opens. An example of this window is shown below.

**Send Notifications To...**

**Notification:** Contract: C201744 Claim (2) Claim Review Note

**Send To:**

- Johnson, PE, PLS, Phillip R
- Jernigan, PE, Dennis W

**Notification Comment:**

Please provide comments on this claim.

**Buttons:** Send, Add Staff, Delete Staff, Cancel

The notification opens with no assigned staff. Use the Add Staff button to open the Staff selection window and pick other users to notify.

Users who have been added can be deleted by highlighting their name and clicking the Delete Staff button.

The notification is sent by clicking the Send button. You can cancel the notification if you want to wait until later to send it by clicking the Cancel button.

You are also able to enter a customized Notification Comment.

Notifications are tracked on the Claims History tab.

# Changing or Correcting Issues

Sometimes errors or omissions are discovered in a claim issue after it has been approved. The Version 7.0 rewrite of the Claims module incorporated the ability to make corrections to approved Issues as long as the Claim has not been Processed.

Below is an example of what the Claims window would look like after a decision had been made but the claim had not be set to Processed. Note that the last decision is shown as Approve, and the Issue Status is Approved.

**HiCAMS - [testcon]**

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**Review Issues (C201738.1)**

Contract: C201738 Contractor: BARNHILL CONTRACTING COMPANY Status: Activated

Description (nickname): PALMER ST.EXT.

Claim ID: 1 Type: Active Claim Status: In Process

Claim Description: Contractor filed claim requesting additional compensation (\$43,438.70) and time extension (1)

Filter by Issue Status: (All)

Issue ID	Issue Type	Issue Reason	Specification	Compensation Amt Requested	Compensation Amt Granted	Time Requested	Time Granted	Rate UOM	Issue Status
A	Time	Delay	108-10(B)3			15	4	Day(s)	Approved as Noted
B	Compensation	Extra Work	104-7	\$43,438.70	\$4,295.00				Approved as Noted

General Contract Times History

Decision: Last Decision: Approve

Issue Description: Contractor claims he was required to bring in larger pile hammer (B-6505) necessary to achieve required bearing on piles at Bent No. 1. DOT provided inaccurate driving criteria on 6/9/08, based on incomplete PDA analysis.

Delay Cause: Extra Work

Alleged Controlling Operation(s): Driving Piles @ Bent No. 1

Actual Controlling Operation(s): Driving Piles @ Bent No. 1

Comment: DOT provided inaccurate driving criteria on 6/9/08, based on incomplete PDA analysis.

Ready

Notice that although the Issue is in one of the final statuses, the Decision field is still unprotected and there is access to the possible decision choices. In fact, every field that allows user input is open and editable. This means that as long as the claim is not set to Processed, Issues can be modified, re-Approved, Denied or Voided.

This allows the compensation amounts to be changed, time extensions to be granted on additional contract times, improperly entered time extensions or compensation amounts to be deleted or corrected, etc.

**Note:** For Step by Step contracts requiring FHWA Concurrence, this ability to correct an Issue will allow the Department to modify an issue in order to obtain concurrence as long as the claim is In Process.

To change the issue or correct an error for a Compensation issue, do the following:

- Step 1:** Highlight the Compensation issue that needs changes on the Review Issues window.
- Step 2:** Click on the field that needs changing in either the upper window or on the General tab.
- Step 3:** Save. The issue status changes to Pending.
- Step 4:** Continue approving the issue as usual.

To change the issue or correct an error for a Time issue, do the following:

- Step 1:** Highlight the Time issue that needs changes on the Review Issues window.
- Step 2:** Change the Issue Reason, Issue Description, Delay Cause, or Controlling Operations. Save. This opens the contract times fields and the issue Status is set to Pending.

**Note:** *If the only thing that needs changing is the number of Days granted, one of these fields must still be modified and then changed back to its original entry. This is because of how the time extension is posted to the contract times.*

- Step 3:** If the number of days granted needs to be changed, go to the Contract Times tab and enter the new value for the contract time that needs to be changed.
- Step 4:** Continue approving the issue as usual.

When changes are made to either Compensation or Time issues after an initial decision, the History tab will show a Modify entry that tracks who made the change. The Issue status will be set back to Pending.

Action	Who	Action Date	Status
Modify	Michael Gary Phillips	07/22/2008 04:01 PM	Pending
Approve	Michael Gary Phillips	07/22/2008 03:32 PM	Approved as Noted
Recommend Approval	Michael Gary Phillips	07/22/2008 02:54 PM	Pending
Recommend Approval	Michael Gary Phillips	07/18/2008 04:44 PM	Pending
Create	Michael Gary Phillips	07/18/2008 04:42 PM	Pending

Comment:

Ready

# Processing Claims

Once all the Issues on a claim have attained a final Status (Approved, Approved as Noted, Denied, or Void) and no additional changes are needed, the claim must be Processed in order for any time extensions to be applied to contract times, and compensation amounts granted to the contractor to be paid.

The screenshot shows the HiCAMS software interface. The main window is titled 'Review Claims (C201744)'. It displays the following information:

- Contract:** C201744
- Contractor:** TRIANGLE GRADING & PAVING, INC
- Status:** Activated
- Description (nickname):** U-3344A (Airport Blvd. Widening)
- Step By Step:** ☐
- Notification:**

Claim ID	Claim Description	Claim Status	Issues Pending
1	Delay in Availability of Project Beyond the Control of the Contractor.	Processed	<input type="checkbox"/>
2	Contractor requests an extension in contract time due to alleged delays to the work required in Ph:In Process		<input checked="" type="checkbox"/>
3	Delay to Phase I culvert construction due to a conflict with the Town of Cary's 16-inch waterline. T In Process		<input checked="" type="checkbox"/>
4	UTILITY POLE IN CONFLICT WITH PROPOSED SIDEWALK: The sidewalk could not be completed due to a conflict with a utility pole near McDowell St.	In Process	<input type="checkbox"/>

Below the table, there is a detailed view for the selected claim (Claim ID: 4):

- Claim ID:** 4
- Type:** Active
- Status:** In Process
- Claim Description:** UTILITY POLE IN CONFLICT WITH PROPOSED SIDEWALK: The sidewalk could not be completed due to a conflict with a utility pole near McDowell St.
- Contractor Requested:** 06/02/2008
- DOT Received:** 06/04/2008
- DOT Initiated Claim:** ☐
- FHWA Authorized Representative:**
- FHWA Date:**
- Comment:**

To set the Claim to its final Status, select the appropriate status from the Status drop down window. The statuses available are Processed and Void.

**Note:** If the contract requires Step by Step concurrence, you will not be able to select a final Claim Status until that concurrence has been obtained.

Select Processed to grant the approved time extensions to the contract times, and/or create the pay record for compensation amounts granted to the contractor.

Select Void for time extensions and compensation on all the claim's Issues to be removed from consideration - even if they have been Approved.

Be sure to Save the Claim after making your selection.

If an Issue granted compensation and the final status is set to Processed, the following popup box will appear when the Claim is Saved:

WBS	Federal Aid Number
34934.3.3	

WBS	Non Part	Quantity	Unit Price	Amount
34934.3.3	<input type="checkbox"/>	38425.660	\$1.0000	\$38,425.66

LI Description:

OK Cancel

If the Contract has multiple WBS elements, the popup looks like this:

WBS	Federal Aid Number
5CR.20321.5	
5CR.20921.10	

WBS	Non Part	Quantity	Unit Price	Amount
-----	----------	----------	------------	--------

LI Description:

OK Cancel

On a Contract with a single WBS element, verify that the compensation amount is correct. If incorrect, cancel the Processing and enter the correction on the issue. Make sure that you save the correction and reapprove the issue.

On a multi-WBS element Contract, the compensation must be allocated to one or more of the WBS elements. Drag the chosen WBS element from the left pane to right pane, and drop it. The quantity defaults the full amount of the compensation granted on the first WBS element chosen. If another WBS element should also be charged, drag and drop it, and change the quantity for both of the WBS elements.

Next type in the Line Item description in the box labeled "LI Description". This field is 255 characters long. Remember that only the first 60 characters will appear on the estimate report so you may want to limit your line item description to that length.

Click OK. The Line item and WBS element tabs of the Claims window are now available and display the information that you just entered.



Here is an example of these tabs when they have been completed.

### Line Item Tab

Claim   Line Item   WBS   History						
Line Item	Cont Adj	Description	Quantity	Unit Price	Amount	
33C1		Chapel Hill Road availability claim	4,500.000	\$1.0000	\$4,500.000	

### WBS Tab

Claim   Line Item   WBS   History						
Claim WBS Line Item(s):						
WBS	Line Item	Cont Adj	Description	Non Part	Quantity	Unit Price   Amount
5CR.20321.5	33C1		Chapel Hill Road availability claim		3,000.000	\$1.0000   \$3,000.000
5CR.20921.10	33C1		Chapel Hill Road availability claim		1,500.000	\$1.0000   \$1,500.000

Entering and processing the claim is now complete.

#### **Possible error:**

If all issues do not have a final decision made on them, you may receive the following message:



Click OK and go to the Issues window.

All issues must be in a final status (Approved, Approved as Noted, Denied, Void).

Any issues which are Pending will need a decision made before the Claim can be set to Processed.

**Note:** Because of Approval authorities, some users who can process a claim cannot approve a claim. Any questions about this process can be directed to the Construction Unit.

**Possible error:**

When compensation is granted on a multi-WBS element Contract, the money must be allocated across the various WBS elements. (See Processing Claims, above) The sum of the money allocated to each WBS element cannot exceed the total amount granted for the issues.

For example, this claim granted a total of \$4,500.00 in compensation. When the first WBS element is dragged over to the right, the entire \$4,500.00 is in the quantity field.

WBS	Federal Aid Number
5CR.20321.5	
5CR.20921.10	

WBS	Non Part	Quantity	Unit Price	Amount
5CR.20321.5	<input type="checkbox"/>	4500.000	\$1.0000	\$4,500.00

LI Description:

OK Cancel

When the second WBS element is dragged to the right, it is blank. If you update the quantity in only the second WBS element, you will receive an error message like this:

WBS	Federal Aid Number
5CR.20321.5	
5CR.20921.10	

WBS	Non Part	Quantity	Unit Price	Amount
5CR.20321.5	<input type="checkbox"/>	4500.000	\$1.0000	\$4,500.00
5CR.20921.10	<input type="checkbox"/>	1500.000	\$1.0000	\$1,500.00

LI Description:

**Associate WBS Line Items**

The sum of the the WBS line item quantities does not match the contract line item quantity.

Sum of WBS Line Item Quantities: 6000.000  
Sum of Contract Line Item Quantity: 4500.000

OK

Click OK and change the quantity so that it totals the claim total and continue processing the claim.

## Remember

1. Issues are approved and Claims are processed. It is now done in two separate steps.
2. It is possible to change an Issue after it has been Approved or Denied as long as it is before the Claim is Processed.
3. For specific help with entering claims on your project, please contact the Construction Unit at 919-733-2210.

# Window Definitions - Claims Window

To work with the Claims window, go to **Functions > Contract Adjustments > Review Claims**. Enter the Contract Number whose Claims you wish to review.

**Note:** For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Below is an example of the Review Claims window for contract C201712.

HiCAMS - [testconal]

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**Review Claims (C201712)**

Contract: C201712 Contractor: BARNHILL CONTRACTING COMPANY Status: Accepted ☐ Step By Step

Description (nickname): 2007 Durham Co. Resurfacing (Secondary)

Claim ID	Claim Description	Claim Status	Issues Pending
1	Contractor requests additional time due to alleged delay of Chapel Hill Rd availability. Contractor I	Processed	<input type="checkbox"/>
2	UTILITY POLE IN CONFLICT WITH PROPOSED SIDEWALK: The sidewalk could not be completed due to a conflict with a utility pole near McDowell St.	In Process	<input checked="" type="checkbox"/>

Claim Line Item WBS History

Claim ID: 2 Type: Active Status: In Process

Claim Description: UTILITY POLE IN CONFLICT WITH PROPOSED SIDEWALK: The sidewalk could not be completed due to a conflict with a utility pole near McDowell St.

Contractor Requested ☐ 06/02/2008  DOT Received: 06/04/2008

DOT Initiated Claim ☐

FHWA Authorized Representative: FHWA Date:

Comment:

**Tip:** If you want to see the full claim description in the upper grid, you can Right-Click and select Word Wrap from the menu.

## Column Definitions for the Review Claims Window

**Claim ID:** The sequential number assigned by HiCAMS as claims are entered into the system.

**Claim Description:** A brief description of the reason for which the contract time extension or additional compensation was requested.

**Claim Status:** Describes how far along in the claim approval process the claim is. The possible statuses are as follows:

**New:** Indicates that information about the claim has been entered but no issues have been assigned to it. Claims in this status can still be changed.

**In Process:** Indicates that Issues have been entered for the claim. The issues may or may not be approved, denied, or voided. Claims in this status can still be changed.

**FHWA-Concurrence or FHWA Non-Concurrence:** Indicates that a Federal Highway representative has authorized FHWA participation in the claim payment. Claims in this status can still be changed.

**Processed:** Indicates that all issues have been reviewed and action taken on them AND that the time and/or compensation granted has been posted to the contract by extending a contract time and/or creating a pay record. Claims in this status can no longer be changed.

**Void:** Indicates that the claim is no longer needed either because it was resolved in another way (closeout conference, Supplemental Agreement, Force Account, etc.) or was in error. Claims in this status can no longer be changed.

**Issues Pending:** If this check box is checked, it indicates that at least one issue has not been set to its final status. A Claim cannot be set to Processed until all issues are in a final status. See **Issue Status** definitions below.

## ***Information about the Review Claims Tabs***

### **Claim Tab Definitions:**

The screenshot shows a software window titled 'Claim' with tabs for 'Claim', 'Line Item', 'WBS', and 'History'. The 'Claim' tab is active. It displays the following information:

- Claim ID:** 5
- Type:** Active
- Status:** Processed
- Claim Description:** Contractor requests additional compensation due to revision of Northbound -L- alignment at the Tryon Road bridge.
- Contractor Requested:** 07/12/2007 (indicated by a selected radio button)
- DOT Received:** 07/12/2007
- DOT Initiated Claim:** (indicated by an unselected radio button)
- FHWA Authorized Representative:** (empty text field)
- FHWA Date:** 00/00/0000
- Comment:** (empty text area)

There is an 'Issues' button in the top right corner and a status bar at the bottom left that says 'Ready'.

**Claim ID:** The sequential number assigned by HiCAMS as claims are entered into the system.

**Claim Type:** The Claim type is either Active or Final. Active claims are submitted during the life of the contract. Final Claims are submitted as part of the Final Estimate process.

**Claim Status:** Describes how far along in the claim approval process the claim is. See possible statuses in the definitions for the Review Claims window above.

**Issues button:** Provides access to the Review Issues window.

**Claim Description:** A brief explanation of the reason for which the contract time extension or additional compensation was requested.

**Contractor Requested:** If the claim was submitted by the contractor, displays the date of the Contractor's letter.

**DOT Received:** If the claim was submitted by the contractor, displays the date the Contractor's letter was received at the Resident Engineer's office (Active claims) or the Construction Unit (Final claims).

**DOT Initiated Claim:** Displays the date the Department entered the claim.

**DOT Initiated By:** Displays the user who determined that a claim should be entered.

**FHWA Authorized Representative:** On Step by Step contracts, the name of the Federal Highway Administration's employee responsible for oversight on this contract.

**FHWA Date:** Displays the date the FHWA employee made a decision about concurrence for the claim.

**Comment:** Displays the most recent comment made for this claim.

### Line Item Tab Definitions:

Claim						
Line Item						
WBS						
History						
Line Item	Cont Adj	Description	Quantity	Unit Price	Amount	
132	C5	Contractor requests additional compensation due to revision	45,276.000	\$1.0000	\$45,276.000	

**Line Item:** The sequential number assigned by HiCAMS when the claim was processed and a line item was created for payment.

**Cont Adj:** Claims are identified by a C prefix, and the sequential number assigned when the claim was entered.

**Description:** The line item description printed on the estimate report.

**Quantity:** The amount of payment approved for all issues on a claim.

**Unit Price:** This is always \$1.0000.

**Amount:** The Quantity multiplied by the Unit Price.

### WBS Tab Definitions:

Claim	Line Item	WBS	History					
Claim WBS Line Item(s):								
WBS	Line Item	Cont Adj	Description	Non Part	Quantity	Unit Price	Amount	
34897.3.4	132	C5	Contractor requests additional compensation due t		45,276.000	\$1.0000	\$45,276.000	

**WBS:** The work order providing the funding for this payment.

**Line Item:** The sequential number assigned by HiCAMS when the claim was processed and a line item was created for payment.

**Cont Adj:** Claims are identified by a C prefix, and the sequential number assigned when the claim was entered.

**Description:** The line item description printed on the estimate report.

**Non Part:** A 1 (one) in this column indicates that Federal Funds are not being used for this payment.

**Quantity:** The amount of payment approved for all issues on a claim.

**Unit Price:** This is always \$1.0000.

**Amount:** The Quantity multiplied by the Unit Price.

## History Tab Definitions:

Action	Who	Action date	Status
Set Status	Cadmus Capehart, PE	5/2/2008 15:04:00	Processed
Send Notification	Cadmus Capehart, PE	5/1/2008 16:55:00	In Process
Send Notification	Cadmus Capehart, PE	4/29/2008 18:06:00	In Process
Set Status	Cadmus Capehart, PE	4/29/2008 15:53:00	In Process
Create	Cadmus Capehart, PE	4/29/2008 13:29:00	New

Comment:

Ready

**Action:** Shows what was done to the claim. Actions include Create, Set Status, and Send Notification.

**Note:** All claims that were entered in HiCAMS before May 2, 2008, will have an Action record of Conversion. History records have been constructed from the data in the former system.

**Who:** The display name of the person who took the action.

**Action Date:** The date that the action was set in HiCAMS. This date and time are system generated.

**Status:** Describes how far along in the claim approval process the claim is.

**Comment:** Displays the most recent comment made for this claim.

## Window Definitions - Issues Window

To work with the Issues window, go to **Functions > Contract Adjustments > Review Claims**. Enter the Contract Number whose Claims you wish to review.

**Note:** For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Once the claim window is opened to your contract, the Issues can be accessed either by clicking on the Issues button or by double-clicking anywhere on the row of the claim whose issues you wish to review.

An example of the Review Issues window for contract C201712, Claim 1 is shown on the next page.



**HiCAMS - [testconal]**

File Edit Functions Inquiries References Admin Tools Window Help

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**Review Issues (C201744,4)**

Contract: C201744 Contractor: TRIANGLE GRADING & PAVING, INC Status: Activated

Description (nickname): U-3344A (Airport Blvd. Widening)

Claim ID: 4 Type: Active Claim Status: In Process

Claim Description: UTILITY POLE IN CONFLICT WITH PROPOSED SIDEWALK: The sidewalk could not be comp

Filter by Issue Status: (All)

Issue ID	Issue Type	Issue Reason	Specification	Compensation Amt Requested	Compensation Amt Granted	Time Requested	Time Granted	Rate UOM	Issue Status
A	Time	Delay	108-10(B)3			23		Day(s)	Pending

General Contract Times History

Decision: Last Decision:

Issue Description: UTILITY POLE IN CONFLICT WITH PROPOSED SIDEWALK: The sidewalk could not be completed due to a conflict with a utility pole near McDowell St.

Delay Cause: Utility Conflict

Alleged Controlling Operation(s): Sidewalk

Actual Controlling Operation(s):

Comment:

## Column Definitions for the Review Issues Window

**Issue ID:** The sequential letter assigned by HiCAMS as issues are entered into the system.

**Issue Type:** The kind of claim the contractor is making, either for additional Time or additional Compensation.

**Issue Reason:** The reason as detailed in the NCDOT Standard Specifications for Roads and Structures.

**Specification:** The specification corresponding to the reason selected.

**Note:** The reason and specification are linked in the selection table.

**Compensation Amt Requested:** The dollar amount of the contractor's request if the Issue Type is Compensation.

**Compensation Amt Granted:** The dollar amount awarded to the contractor when a Compensation Issue is Approved or Approved as Noted.

**Time Requested:** The number of additional time units that the contractor has requested if the Issue Type is Time.

**Time Granted:** The number of time units awarded to the contractor when a Time Issue is Approved or Approved as Noted.

**Rate UOM:** The time unit assigned to contract times, for instance, Day(s) or Hour(s). The rates displayed are those which are assigned to contract times on this contract.

**Issue Status:** Describes how far along in the issue approval process the issue is. The possible statuses are as follows:

**Pending:** Indicates that an Issue has been entered but no decision has been recorded.

**Approved:** Indicates that the contractor's request for time or money on an Issue has been granted and that the amount granted matches the contractor's request.

**Approved as Noted:** Generally indicates that the contractor's request for time or money on an Issue has been granted and that the amount granted does not match the contractor's request. This status can also be chosen when there are comments that need to be read as part of the claim review.

**Denied:** Indicates that the contractor's request for time or money on an Issue has been not been granted.

**Void:** Indicates that the Issue is no longer viable or was entered in error.

## ***Information about the Review Issues Tabs***

### **General Tab Definitions:**

The screenshot shows a software window with three tabs: 'General', 'Contract Times', and 'History'. The 'General' tab is active. It contains the following fields and controls:

- Decision:** A dropdown menu.
- Last Decision:** A text field containing 'Recommend Approval'.
- Issue Description:** A text area containing 'UTILITY POLE IN CONFLICT WITH PROPOSED SIDEWALK: The sidewalk could not be completed due to a conflict with a utility pole near McDowell St.'.
- Delay Cause:** A dropdown menu with 'Utility Conflict' selected.
- Alleged Controlling Operation(s):** A text field containing 'Sidewalk'.
- Actual Controlling Operation(s):** A text field containing 'Sidewalk'.
- Comment:** A large text area.

At the bottom left of the window, the status bar reads 'Ready'.

**Decision:** Available decisions are defined in the Claims Issue Authorization Maintenance window. To view this window, go to **Admin > Claims Authorization**.

Possible decisions are:

Approve	Recommend Approval
Approve as Noted	Recommend Approval as Noted
Deny	Recommend Denial

Users from the Federal Highway Administration are allowed to select FHWA Concurrence or FHWA Non-Concurrence.

**Last Decision:** Shows that last Approval decision made.

**Issue Description:** Displays information specific to the highlighted issue.

**Delay Cause:** The general reason that the contractor is requesting a Contract Time Extension. Possible choices are:

Decision	Extra Work
Material Shortage	Other
Permit	Plan Error
Railroad	Staking
Submittal Approval	Suspension
Utility Conflict	Weather

**Alleged Controlling Operation(s):** The Controlling Operation identified by the Contractor.

**Actual Controlling Operation(s):** The Controlling Operation identified by the DOT.

**Comment:** Any additional information about the Issue.

## Contract Times Tab Definitions:

General Contract Times History								
Cont Time	Cont Adj	Description	Completion Date	Substantial Compl Date	Revised Compl Date	Damages Rate	Substantial Compl Rate	Time Granted
00		OVERALL CONTRACT TIME	04/15/2006		06/26/2006	\$10,000.00	\$2,000.00	
01		WORK ON US-64, RAMPS A & D, L- FROM 469+01	10/15/2005		10/31/2005	\$10,000.00	\$2,000.00	
06		COMPLETE PHASE II, AREA 2, STEPS 1-3 IN 420	08/14/2005			\$500.00		
16		COMPLETE PHASE II, AREA 2, STEPS 2-5 IN 20	03/25/2006			\$5,000.00		
18		COMPLETE ALL LIGHTING WORK AT SIX FORK	12/01/2004			\$2,000.00		

Ready

**Contract Time:** The CT number for Contract Times which have the same Rate Unit of Measure that was selected for the issue.

**Cont Adj:** If the contract time was added or modified by a Supplemental Agreement, the SA number will be displayed in this column.

**Description:** The contract time's short description.

**Completion Date:** The contract time's original contract completion date.

**Substantial Compl(etion) Date:** The contract time's substantial completion date, if specified.

**Revised Compl(etion) Date:** The contract time's completion date if extended by supplemental agreement, pro rata days, winter weather days, or other claims.

**Damages Rate:** The Liquidated Damages rate specified in the contract for the contract time.

**Substantial Compl(etion) Rate:** The Liquidated Damages rate specified in the contract for the substantial completion portion of a contract time.

**Time granted:** Number of time units each contract time has been extended. An entry must be made in at least one of the rows listed, as well as in the issue's Time Granted field in the upper window.

### History Tab Definitions:

Action	Who	Action date	Status
Conversion	Generic Conversion User	4/28/2008 14:16:00	Denied
Deny	Dennis W. Jernigan, PE	1/28/2007 00:00:00	Denied
Recommend Denial	Tracy N. Parrott, PE	1/26/2007 16:24:00	Pending
Recommend Denial	Bob Shultes	12/27/2006 13:32:00	Pending

Comment: Conversion for Version 7.0

**Action:** The decisions made for this issue.

**Who:** The display name of the HiCAMS user who made the decision.

**Note:** *All claims that existed in HiCAMS prior to the Version 7.0 Release will have a system generated Action of Conversion. The history for this claims has been constructed from the Approval Tab in the previous version.*

**Action Date:** The date that the decision was entered in HiCAMS. This date and time are system generated.

**Status:** Describes how far along in the issue approval process the issue is. See possible statuses in the definitions for the Review Issues window above.

**Comment:** Displays the most recent comment made for this claim.